

Technical Branch
Technical Group
Plan Review Series

PLAN REVIEWER II

12/97 (TLW)

Summary

Under general supervision, receive and process plans and specifications submitted in conjunction with applications for residential, industrial and commercial building permits to ensure compliance with applicable building and zoning codes.

Typical Duties

Review plans submitted for building construction, enlargement, alteration, repair, demolition, change of occupancy or other modifications for completeness and accuracy. Involves: assisting in control of receipt and movement of submitted plans and specifications through the plan review section and outside agencies and recommending procedures for improving service; examining individual plan components to ensure that all code mandated items are included; verifying that plans and drawings drawn to scale with sufficient clarity and detail to indicate nature and character of work to determine conformance to technical code requirements concerning strength, stresses, strains, loads and stability, egress and general construction; calculating footage between building components such as doors, windows, and parking areas and amount of area occupied by components to ensure code compliance; checking off-street parking, sidewalks, driveways and wheelchair ramps for conformance with applicable codes and ordinances; verifying proper use of building, allowable height, special contracts or privileges, set back and other regulations of the zoning code; determining valuations for all construction for which permits are issued; performing field inspections to assist inspectors with difficult or unusual code requirement compliance; approving and signing plans meeting code requirements; noting instances of noncompliance on plans and correction sheet and suggesting modifications to bring plans into compliance; submitting reports detailing items of noncompliance to builder for correction; approving and signing plans meeting code requirements; issuing occupancy certificates to building owners when completed buildings are in compliance with codes; proposing and implementing studies to improve or update building codes; conferring with supervisors or section chiefs on major projects.

Ensure quality customer service provided to construction industry and general public. Involves: providing relevant information and guidance concerning code standards and regulations; interpreting and explaining building codes and departmental rules and regulations; providing assistance in permit process; referring customer to appropriate section, department or agency, as requested.

Perform related duties as assigned. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers, if required; reviewing proposals for new materials/methods of construction and submitting recommendations to Plan Review Manager; preparing and maintaining record of plan checking procedures; maintaining and updating computerized databases; attending City Boards and Council meetings as required; testifying in court and before Building Board of Appeals.

Minimum Qualifications

Training and Experience: Completion of two (2) years of college coursework with an emphasis on civil or structural engineering, architecture, or related field and six (6) years of progressively responsible building trade or trades related experience including two (2) years of residential or commercial construction inspection or plan review experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: codes and ordinances affecting residential and major and minor industrial, institutional and commercial building construction; current construction methods and materials; of zoning regulations and procedures as applied to the use of buildings and structures; accessibility codes; design and drafting procedure; of terms, symbols, and techniques employed by architects, engineers and designers in construction plans and specifications. Good knowledge of health and fire regulations pertaining to buildings and structures.

Ability to: read and interpret construction plans and specifications, and code requirements; recognize deviations from approved plans and potential design hazards from linear interpretation; identify defects and hazards in material and work performed; estimate construction costs with minimum design information; perform simple design calculations related to plan checking and to use appropriate design tables, references, standards and office machines; reduce design observations to reportable format; comply with and enforce safe working practices and procedures; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, contractors, property owners, architects, engineers and the general public; maintain records and prepare reports.

Skill in the safe operation of a motor vehicle through City traffic.

Physical Requirements: Occasionally inspect field construction in progress requiring bending, stooping, and climbing ladders and scaffolding. Occasional exposure to all weather conditions.

Licenses and Certificates: Certification by International Congress of Building Officials (ICBO) or Southern Building Code Congress International (SBCCI) as Level I Building, Electrical, Plumbing or Mechanical Inspector by time of application. Obtain SBCCI or ICBO certification as One and Two Family Dwelling Inspector within six (6) months of date of appointment. Obtain SBCCI certification as Building Plan Examiner within one (1) year of date of appointment. Texas Class "C" Driver's License or equivalent from another state.

Director of Personnel

Department Head

OFFICIAL